

## Capital Planning Committee Meeting Minutes October 9, 2014

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In attendance were:

Steve Andrew  
Andrew Flanagan  
Charles Foskett  
Mike Morse  
Brian Rehrig  
Diane Johnson  
Ruth Lewis  
Anthony Lionetta  
Barbara Thornton \*

Also in attendance: Eve Margolis

\* Denotes those not in attendance

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- **Meeting Opened:** Andrew Flanagan provided information packets to CPC members including an updated capital plan, cost estimate policy memo and some other “handout”. No major additions have been made to the Capital Plan from last week’s version. Memorandums of the February 12 and September 11 were reviewed and approved. The Memorandum of October 2 was approved as amended. (end of Item 2 should read FY 2016)
- **Capital Item Budget Reallocation:** Andrew Flanagan reported that the Town is still investigating the process of reallocating residual balances of capital items. Thoughts discussed included organizing requests by legislative chapters for Town Meeting approval and including language in the vote that would allow shifts within each “bucket” by the Town Manager but only subject to approval of the CPC. Andrew Flanagan will consult with Bond Counsel and Town Counsel and report back to the CPC at the next meeting.
- **Review of Capital Plan:** Charlie Foskett led a general review of the updated Capital Plan noting a hand full of requests that have increased dollars from what was identified as needed last year. These include Community Safety Police related to furnishings, a number of requests by Health and Human Resources dealing with the Robbins House, the Cottage and the Barn, and IT Software Upgrades. Relative to the H&HR requests, it was suggested that it may be appropriate for the Permanent Town Building Committee to review these building related requests which total nearly at \$1 million. Andrew Flanagan noted that with the renovations to these properties higher rents would be possible in the order of \$3k per month. (in the past \$2k has been collected but that amount varied depending on in-kind considerations given to the tenant for event services)
- **New Cost Estimate Policy:** The CPC reviewed a policy memorandum prepared by Brian Rehrig and Andrew Flanagan, which requires department heads to provide back up on dollars requested for capital items. There was some discussion about whether this was

required noting that many department heads already have been doing this. The decision was made to issue this policy to be consistent.

- **DCR and the Rink:** It was reported that DCR was reminded by a recent audit that it could receive a percentage of the revenues generated by its leased rinks. They have not in the past, but will now start collecting a percentage. They also will start having more involvement in the capital improvements to be undertaken by the Town. We understand that they will not be getting involved in maintenance and daily operations.
- **Town Properties:** The Town is moving ahead on resolving the disposition of the Town property previously occupied by the DAV. A public hearing will be conducted on October 27 to discuss the disposition. Andrew Flanagan provide some stats on the property. The CPC unanimously voted on a position which is to sell the property to the highest bidder and use the proceeds to help fund the upcoming improvements to Stratton School project.

Other properties which should be considered for sale are the Gibbs and Parmenter Schools. Diane Johnson noted the large increase in student population as a reason to perhaps retain the Gibbs. Current leases at Gibbs sunset in 2017. However, it was also noted that the building would like be demolished and rebuilt, if it were to be used as a school in the future. Tony Lionetta recommended that the ongoing Master Plan process be consulted in that this effort inventoried all the open space and Town owned properties in Arlington. Other sites may be candidates for sale or use if another school is required.

- **Stratton School Financing Plan:** Funding for the Stratton School needs to be discussed. Some “Repair” money from MSBA may be possible. The School Department is looking in to this. This could potentially be in the range of \$1 million.
- **Community Safety Building:** Andrew Flanagan reported that the manufacturer of the curtain wall has determined that the glass was not installed properly. The Contractor is in agreement with this and is working with the manufacturer to resolve the leakage issues. This is the last hurdle to complete the project.
- **High School MSBA Letter of Interest:** Diane Johnson reported that there has been no word to date from the MSBA on the Town’s Letter of Interest.
- **Upcoming Meetings:** It is anticipated that subcommittee reports will be provided on Parks, the Library and Fire and Police at the next meeting. Also Andrew Flanagan will schedule Joe Connelly and Doug Heim to attend a meeting to discuss the Rink and the Capital Balances question, respectively. Lastly, Andrew will arrange for a tour of the Stratton School and the Public Works Yard on a Saturday morning (either October 25 or November 1)
- **Next meeting:** October 23, 2014.

**Adjournment**

